

# NAVY SAFETY & OCCUPATIONAL HEALTH

COLLATERAL DUTY SAFETY OFFICER



# PUBLIC LAW 91-596

- WILLIAM-STEIGER ACT OF 1970
- Requires safe and healthful working environment
- Requires employers and employees to follow safety procedures



# **DODI 6055.1**

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**Definition of CDSO: (also known as Additional Duty Safety Officer (ADSO))**

**E2.1.22.3. Collateral duty military and civilian SOH personnel are those with technical knowledge needed to anticipate, recognize, and evaluate hazardous conditions and recommend corrective action.**

# 1960.58

- Within six months of appointment, the CDSO will be provided training that includes:
- The Command Safety and Health Program.
- Basic procedures for reporting, evaluation and abatement of hazards
- Basic procedures for the recognition of hazardous conditions and environments
- Basics of occupational safety and health standards and appropriate rules and regulations.
- Basic procedures for reporting unsafe/unhealthful working conditions

# OPNAVINST 5100.23

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- 303.(u).d.

Staffing Criteria. Regions/Activities with more than 400 employees shall assign, at a minimum, a full time safety manager and adequate clerical support. ... Activities shall determine the number of professional (non-clerical) personnel needed to perform the primary functions...

# OPNAVINST 5100.23

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- e.(2) “As a minimum, military and/or civilian personnel assigned collateral duty responsibilities for safety management shall satisfactorily complete the NAVOSHENVTRACEN course, *Introduction to Navy Occupational Safety and Health (Ashore)*, A-493-0050”.

# OPNAVINST 5100.23

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“Navy Safety and Occupational Health (SOH) Program Manual”

- 4. Action. “All levels of command shall implement and manage the SOH Program in compliance with the policies, procedures, actions, and guidance set forth by this instruction”...

# 5100.3

- Base Operating Support (BOS) Safety Services
- 2.b.(2) Common-service, BOS Safety functions for all Receiver (*tenant*) activities, unless a Receiver is mission funded to perform the function itself.



# OSH / SOH

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Is there a difference?

What's the  
difference?

# **OCCUPATIONAL HEALTH (SOH)**

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**Safety and Occupational Health (SOH) is an “umbrella” term that covers a number of separate safety programs such as those listed on next slide.**

**Occupational Safety and Health (OSH) covers workplace safety and occupational health elements, such as those addressed by OSHA.**

# OCCUPATIONAL HEALTH (SOH)

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- **OCCUPATIONAL SAFETY AND HEALTH (OSH)**
- RECREATION AND OFF-DUTY SAFETY (RODS)
- TRAFFIC SAFETY
- ORDNANCE/EXPLOSIVES
- AVIATION SAFETY
- LASER SAFETY
- RADIATION SAFETY
- TACTICAL OPERATIONS
- HIGH RISK TRAINING



# CDSO

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- The Local Safety Office will have knowledge of instructions, federal regulations and all other applicable standards.
- As the CDSO you will be relying on the Local Safety Office for BOS Services.

# CDSO

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Be an active member of the Safety Council.

Know the basics of:

- Industrial Hygiene Survey/Medical Surveillance
- Hearing / Sight Conservation
- Lockout/Tagout
- Personal Protective Equipment (PPE)
- Unsafe/Unhealthful Conditions
- Basic Workplace Hazards

# CDSO

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A few of the programs that require specialized training in order to inspect.

- Respiratory Protection (A-493-0072)
- Confined Space (A-493-0030)
- Fall Protection (A-493-0084)
- Mishap Investigation & Reporting (A-493-0078)
- Machinery and Machine Guarding Standards

# 29 CFR 1960

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- Subpart A:

“Basic program elements for federal employee occupational safety and health programs and related matters”

- Applies to:

All federal employees (military and civilian)

# Unique

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- Executive Order 12196 as identified in 29 CFR 1960 “... apply to all working conditions of Federal employees except those involving uniquely military equipment, systems, and operations”.



# Unique

- The definition of “military unique” as per OPNAVINST 5100.23(series) is:
- **“Military-Unique Equipment, Systems, Operations, or Workplaces:**
  - a. Equipment and systems that are unique to the national defense mission, including the operation, testing, and maintenance procedures dictated by the design and configuration. Examples are: military weapons, aircraft, ships, submarines, missiles and missile sites, early warning systems and sites, military space systems, ordnance, tanks, and tactical vehicles.
  - b. Operations or workplaces that are uniquely military, such as field maneuvers; combat training; naval operations; military flight and missile operations; associated research, test, and development activities; and actions required under emergency conditions.”

# INDUSTRIAL HYGIENE SURVEY

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INDUSTRIAL HYGIENE  
SURVEYS ARE CONDUCTED:

- On all industrial sites/activities

Or

- Whenever a new task, process are equipment are placed into the operation



# INDUSTRIAL HYGIENE SURVEYS

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IH Surveys will identify:

- Task analysis
- Engineering controls
- Administrative controls
- Personal protective equipment (PPE) requirements
- Chemical identification
- Exposure levels

# **SIGHT CONSERVATION PROGRAM**

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EYE HAZARD AREAS WILL BE  
DETERMINED BY THE IH SURVEY

- Personnel working within an eye hazard area shall be enrolled in the medical surveillance program.

Be provided:

- Sight examinations, medical evaluation and eye protection

# HEARING CONSERVATION PROGRAM

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NOISE HAZARD AREAS WILL BE  
DETERMINED BY THE IH SURVEY

- Personnel working within an noise hazard area shall be enrolled in the medical surveillance program.

Be provided:

- Hearing examinations, medical evaluation and hearing protection

# LOCKOUT / TAGOUT

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To ensure a machine or equipment is isolated from all potentially hazardous energy sources and locked or tagged out before employees perform any servicing or maintenance where the unexpected energization, start-up, or release of stored energy could cause an injury

# PROTECTIVE EQUIPMENT (PPE)

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- Specialized clothing or equipment worn by employees for protection against health and safety hazards. PPE is designed to protect many parts of the body (i.e. eyes, head, face, hands, feet, ears, etc)



# PPE

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- Occupational hazards should be controlled through engineering or administrative controls
- PPE shall be provided to employees at the employers expense
- PPE shall be the last choice for control of a hazard
- Employees will be trained on the use and care of the PPE



# UNSAFE/UNHEALTHFUL

## PURPOSE:

- Reporting of an unsafe/unhealthful working condition at the earliest possible time to workplace supervisor



# UNSAFE/UNHEALTHFUL

- In lieu of oral notification or an employee desiring anonymity, he/she may file a written report with the CDSO or local safety office (OPNAV Form 5100/11)
- Upon receipt of report the safety office shall notify the supervisor
- Potentially serious situations shall be investigated immediately. The safety office will investigate all reports within 10 working days.

# UNSAFE/UNHEALTHFUL

- The originator of the report shall be notified in writing of any actions taken.

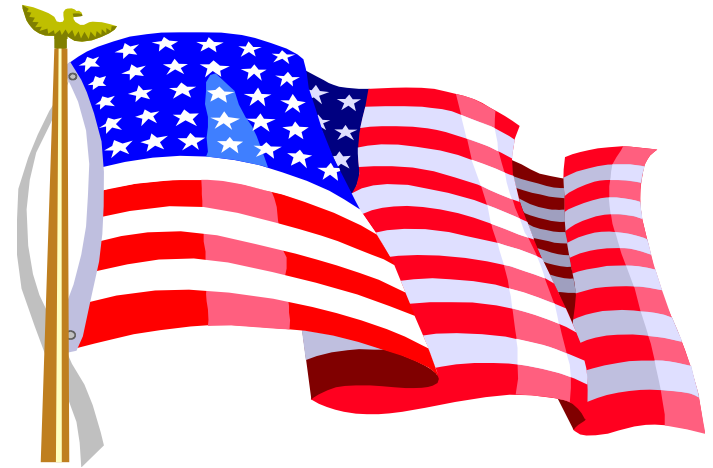
## **POSTING OF NOTICES:**

- In all cases where employees are exposed to unsafe/unhealthful condition which are defined by safety office as “Serious” a notice signed by the Commanding Officer shall be posted in the vicinity of the hazardous condition.

# WORKPLACE SAFETY INSPECTIONS

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- All workplaces shall be inspected at least annually.
- High hazard areas more frequently based on assessment of exposure.
- Qualified safety and health personnel shall conduct inspections



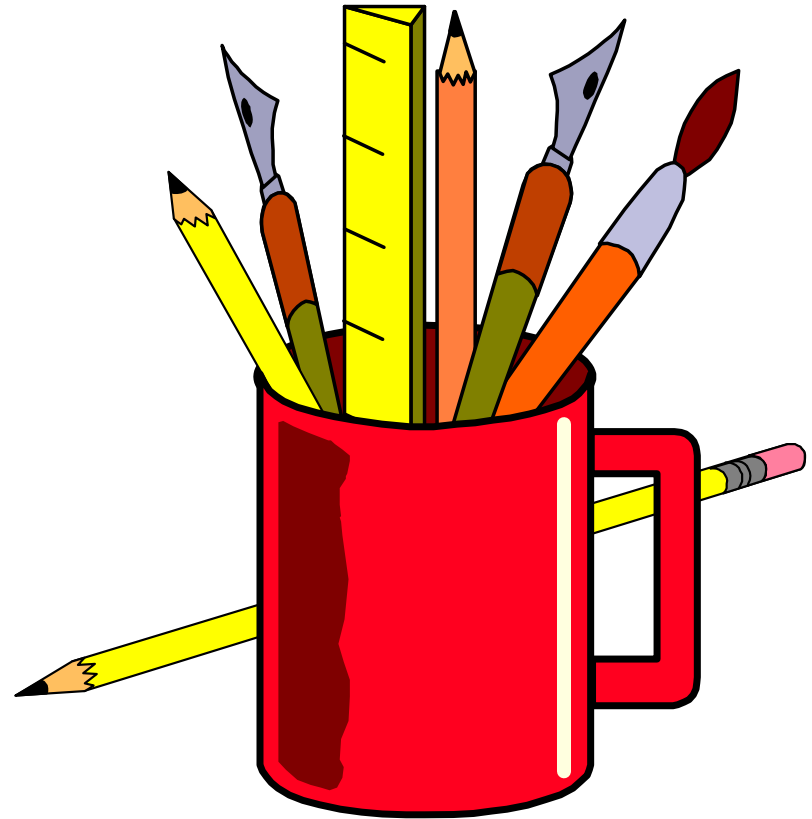
# IDENTIFY WORK PLACE HAZARDS

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*Identify potential  
hazards*

*Establish an  
abatement plan*

*Abatement is the  
elimination of a  
hazard*



# **SAFETY INSPECTIONS**

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- Only qualified Safety inspectors can perform workplace inspections
- Inspections shall not disrupt the operations of the workplace
- A representative of the workplace (civilians - union rep) shall be given opportunity to accompany the inspector
- Written deficiency reports shall be provided to the Commanding Officer

# SAFETY INSPECTIONS

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- *Imminent danger situations shall be brought to the immediate attention of supervisory personnel for necessary prompt action*
- The inspector will conduct a site inspection, a checklist is available on the Safety Center web page
- Accompany the inspector or if you are the inspector, assign someone to walk with you and take notes

# **SAFETY INSPECTIONS**

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- A separate deficiency report for each violation should be written citing standards and risk assessment code (RAC)'s



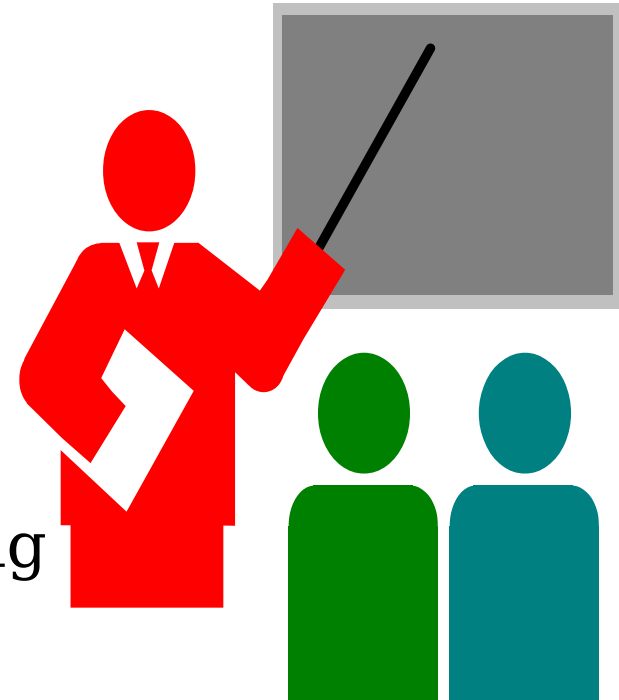
# WRITTEN DEFICIENCY REPORTS include

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- I.D. # for tracking
- Organization
- Location of hazard
- Description of violation
- Standard Violated
- Risk Assessment Code
- Suggested Corrective Action
- Inspector's name
- Date of inspection
- Abatement Status to include:
  - » Interim control measures
  - » Project description to include estimated cost/date of completion
  - » Corrections made to include date/cost
- Signature/phone of person verifying corrective action
- Comments for follow-up

# MOST FREQUENT VIOLATIONS

- Electrical :  
Receptacles  
Circuit breaker box  
Extension Cords (Daisy Chains)  
Energy Control (Lockout/Tagout)
- Emergency Lighting Inoperable
- Exits locked/Not Marked
- Eye wash Stations in need of servicing
- Fire Hazards
- Hazmat (Improper storage, MSDS)
- Check [www.safetycenter.navy.mil](http://www.safetycenter.navy.mil) for more information



# OPNAVINST 3500.39(series)

## HAZARD SEVERITY

- I** Death or permanent total disability
- II** Permanent partial disability or temporary total disability in excess of 3 months
- III** Lost workday mishap /compensable mishap
- IV** First aid or minor supportive medical treatment, or simply violation of standard

## MISHAP PROBABILITY

- A** Likely to occur immediately
- B** Probably will occur in time
- C** Possibly to occur in time
- D** Not likely to occur

## RISK ASSESSMENT

### CODE

- |   |            |
|---|------------|
| 1 | CRITICAL   |
| 2 | SERIOUS    |
| 3 | MODERATE   |
| 4 | MINOR      |
| 5 | NEGLIGIBLE |

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# QUESTIONS?